


RECORDS SERIES PROFILE  
RECORDS RETENTION SCHEDULE  
APPLICATION #900131-06

SCHEDULE #: 90-123

EFFECTIVE DATE: 10/15/90

Agency Code: 460  
Agency: State Merit System of Personnel Administration  
Creating Office: Eligibility Unit, State Health Benefit Plan  
  
Series  
Title/Dates: "Denied Actions For Health Benefit Coverage," 1981 and continuing."  
  
Access: Open  
Class: Individual  
  
Related To: Application for enrollment (or change) in health benefit coverage and notification of denial  
  
Arrangement: Alphabetical by member name, thereunder by fiscal year  
  
Retention  
Requirement: Administrative: one (1) year  
  
Media: Paper  
  
Disposition  
Instructions: Cut off at end of fiscal year, Hold in current files area one (1) year, then Destroy.

This records retention plan gives the State Records Committee approved retention instructions for the named records series by the named creating office.

  
Edward Weldon  
Secretary of State Designee

10-19-90

Date